



U.S. EMBASSY GRANTS PROGRAM SUGGESTED APPLICATION FORMAT

1. GENERAL INFORMATION:

1.1. Applicant Organization

a. Organization (English):

b. Organization (Original):

c. Address:

d. City/Town:

e. District:

f. Website:

g. Tax Code:

1.2. Organization leader

a. Last Name:

b. First Name:

c. Tel:

d. Mob:

e. Fax:

f. E-mail:

2. BACKGROUND OF ORGANIZATION:

2.1. Description

2.2. Past Grants (U.S. Embassy)

2.3. Past Grants (Other)

3. PROJECT DESCRIPTION:

3.1. Project information

a. Project Name:

b. Duration (months): c. Start date (mm/dd/yyyy): d. End date (mm/dd/yyyy):

3.2. Executive summary:

3.3. Project Justification:

3.4. Project Goal and Objectives

3.5. Project Activities

3.6. Monitoring and evaluation

3.7. Key Personnel

3.8. Project Partners

3.9. Strengths and Innovation

3.10. Sustainability

4. BUDGET:

4.1. Budget Summary

Category	Description/details	Requested
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Indirect Costs		
Total Requested:		
Contributions		
Project Total		

Note: You may be asked to submit a detailed budget in a spreadsheet format

4.2 Budget narrative

4.3 Miscellaneous